

What is the Pay Pool Analysis Tool?

The Pay Pool Analysis Tool (PAT) is a spreadsheet that NSPS pay pool panels and Performance Review Authorities (PRAs) use to analyze aggregated pay pool results. The PAT imports data from one or more of the Compensation Workbench (CWB) spreadsheets.

The PAT generates a variety of reports, including the following:

- Rating and share distributions
- Performance-based payouts, including salary increase and bonus amounts
- Pay pool funding and allocations
- Net draw
- Job objective counts and Contributing Factor impact
- Employees' positions in the pay bands
- Pay schedule and pay band count
- Pay schedule and pay band average salaries

What Are the Functionalities of the Pay Pool Analysis Tool?

There are 24 worksheets within the PAT to allow a 360 degree view of the pay pool panel output data. The data and job objective worksheets contain information calculated in the CWB about each employee in the pay pool including job objective ratings, ratings of record, and performance payouts. The statistics worksheet displays the average rating of record, average number of shares allocated, number of employees in the pay pool, number of employees rated, and number of employees who have been assigned shares by each rating official, sub-pay pool, and pay pool.

Other statistic and chart worksheets cover the following:

- Rating of record and share allocation distributions, overall and by pay schedule and pay band
- Performance-based payouts, including average payout, salary increase, and bonus by pay pool, and by career group, pay schedule, and pay band
- Funding, including funding budgets, funds allocated, and the difference between budgeted and allocated funds
- Net draw by career group, pay schedule, and pay band
- The impact of Contributing Factors on job objective ratings and ratings of record, and the average number of job objectives per employee
- Pay schedule and pay band counts within the pay pool
- The average salary by pay schedule and pay band for each pay pool

Learn More about the Pay Pool Analysis Tool

The *Pay Pool Analysis Tool* User Guide demonstrates how to use the functionality of the worksheets and describes each of the available reports. Each spreadsheet is presented with screen captures and a brief description of the purpose of the report. Also, the User Guide presents hints and tips for using the tool effectively.

The *Information Flow for Automated Tools* Diagram presents a graphical depiction of how the entire suite of NSPS automated tools work in conjunction with each other and the Defense Civilian Personnel Data System (DCPDS).

Both are available on the NSPS Connect learning web page.